

DD/A Registry
85-1632

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Report of Use and Savings Government Transportation Requests (GTRs)

FROM:

Chief, Audit & Certification Division

EXTENSION

NO.

DATE

25 April 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Finance
1212 Key Bldg.

5/2 ARE

1. Signature

2.

3. DDA /ms
7D24 Hqs

5/6 DR

4.

5.

EO/00A

7 MAY 1985

6.

ADDA

7 MAY 1985

7.

DOA

7 MAY 1985

8.

9.

10.

11.

12.

DOA Reg (file)

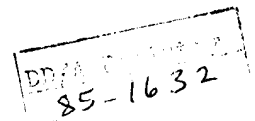
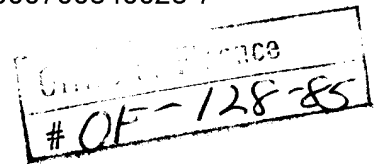
13.

14.

15.

45-1

C O N F I D E N T I A L



24 April 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Quarterly Report of Use and Savings
Government Transportation Requests
(GTRs)

1. Attached is a report of the use of GTRs for domestic TDY travel by Agency employees during the period 1 October through 30 December 1984. The savings are computed on the basis of the difference between the Government discount fares obtained and the estimated full Economy ("Y" Class) fare which would have otherwise applied.

2. During this reporting period, savings realized were a 37.5% increase over those of the same period in FY 1983. A total of GTR's were issued during this period.

25X1
25X1

25X1

Allen R. Elkins

Attachment:
Quarterly Report

25X1

C O N F I D E N T I A L

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